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ABSTRACT

The official regulations governing teacher certification in the state of North Dakota are outlined. The following areas of professional certification are covered: (1) student teacher requirements; (2) life certificates; (3) entrance certificates; (4) five-year certificates; (5) five-year certificate renewal; (6) Indian studies requirements; (7) reentry into the profession; (8) reeducation to other levels of preparation; and (9) emergency certification. A description is given of the organization of the Department of Public Instruction, and certification policies are annotated. (JD)

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STATE OF NORTH DAKOTA

GUIDELINES & REGULATIONS FOR NORTH DAKOTA EDUCATOR'S PROFESSIONAL CERTIFICATE

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DEPARTMENT OF PUBLIC INSTRUCTION

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STATE OF NORTH DAKOTA
DEPARTMENT OF PUBLIC INSTRUCTION

Guidelines for the North Dakota Educator's Professional Certificate

The North Dakota Educator's Professional Certificate is issued to those who hold a Bachelor's Degree from an accredited college or university approved as a teacher training institution. This degree must include 20 semester hours/30 quarter hours in education. The coursework in education must include successful student teaching. This certificate qualifies the holder for regular classroom teaching or specialized areas with the proper endorsements and restrictions as assigned.

In applying, the initial letter should indicate if the application is being made for the first time in North Dakota, a renewal of an expired North Dakota certificate, a five-year certificate, or a duplicate. Each certificate requires a $5.00 fee. Include a brief statement of qualifications and send to the Director of Certification, Department of Public Instruction, Bismarck, ND 58505.

North Dakota certificates are not issued on certificates of other states but on the training previously explained. Certificates are not transferable from one state to another.

Careful reference should be made to the following statutes:

15-36-01	Criteria
15-36-08	Fee of $5.00 required
15-36-10	Certificate must be recorded in the County Superintendent's Office where person will teach
15-36-11	The possession of a valid certificate is required for teaching employment
15-36-12	Certificate must be exhibited to the clerk of the district
15-36-15, 16, 17	Revocation of certificates
15-37-01	Teacher's Oath
15-38-17	Teacher's Professional Practices Commission

The eligibility for credentials in various areas such as administrative, principal's, guidance, or special education is dependent upon qualifying and possessing the North Dakota Educator's Professional Certificate. Each applicant should request the form for the specific area from the Department of Public Instruction.

This document was not paid for with state funds.

ARTICLE 67-01

GENERAL ADMINISTRATION

Chapter
67-01-01 Organization of Department

CHAPTER 67-01-01

ORGANIZATION OF DEPARTMENT

Section
67-01-01-01 Organization of the Department of Public Instruction

67-01-01-01. ORGANIZATION OF THE DEPARTMENT OF PUBLIC INSTRUCTION.

1. HISTORY. From 1864 and to statehood, North Dakota was served by a territorial school board and a superintendent. In 1889, Section 82 of the Constitution of North Dakota provided for a state superintendent of public instruction. William Mitchell was the first state superintendent. The 1890 legislative assembly enacted a provision that the superintendent of public instruction must be a holder of a teacher's certificate of highest grade issued in the state. Statutes were also enacted at that time to provide that the state superintendent of public instruction shall have general supervision of the common and secondary schools of the state and shall be an ex-officio member of the board of university and school lands.

2. DIVISIONS. The department of public instruction consists of the division of administration and the division of instruction with their respective offices outlined under each division.

   a. The division of administration consists of six offices.

      (1) The management information system office provides assistance to school districts in the areas of goal development, evaluation, and interpretation of standardized test results. The office upgrades ongoing data systems, prepares federal reports, and produces assorted publications.

      (2) The finance and reorganization office provides assistance to school boards in consolidation of school districts and assists in the development of an efficient fiscal accounting system for school districts.

      (3) The construction and transportation office reviews plans for school construction, administers the state school construction fund, and regulates school bus operations for the state.

      (4) The food services office administers and supervises the school foods services program of school lunches as provided by the federal government.

      (5) The commodities office distributes government donated commodities to eligible schools operating nonprofit school

lunch programs, state and other eligible institutions, and to other eligible recipient agencies in conformity with such rules and regulations as the food distribution division of the United States department of agriculture may prescribe.

(6) The surplus property office acquires, warehouses, and distributes federal, personal, and real property to eligible institutions and agencies.

b. The division of instruction consists of seven offices.

(1) The compensatory education office provides all necessary services to local and state institutions which qualify for federal funds in state administration, educationally deprived state institutions for the neglected and delinquent, migration education, and the Community Services Act.

(2) The special education office supervises and administers special education programs of the state.

(3) The elementary education office supervises and accredits the elementary schools in the state.

(4) The secondary education office supervises and accredits the secondary schools of the state.

(5) The resources and services office administers, funds, and assists local school districts to develop programs for Title IV of the Elementary and Secondary Education Act under Public Law 93-380, and coordinates consultant services to local school districts.

(6) The certification office certifies and renews certification for teachers in the state.

(7) The equal educational opportunity office assists school districts in their efforts to comply with federal regulations providing equal educational opportunity.

3. FUNCTIONS SUBJECT TO NORTH DAKOTA CENTURY CODE CHAPTER 28-32. The only functions of the department of public instruction subject to North Dakota Century Code Chapter 28-32, the Administrative Agencies Practice Act, are under North Dakota Century Code Chapter 15-36, relating to teacher certification.

4. INQUIRIES. Inquiries concerning teacher certification may be addressed to:

Director of Teacher Certification
Department of Public Instruction
State Capitol
Bismarck, ND 58505

General Authority
NDCC 28-32-02.1

Law Implemented
NDCC 28-32-02.1

ARTICLE 67-02

TEACHER CERTIFICATION

Chapter	
67-02-01	State Student Teaching Guidelines
67-02-02	Educator's Professional Certificate - Entrance
67-02-03	Educator's Professional Certificate - Two-year and Five-year Renewals
67-02-04	Reentry to the Profession
67-02-05	Reeducation
67-02-06	Emergency Certificate
67-02-07	Certification Policies

CHAPTER 67-02-01

STATE STUDENT TEACHING GUIDELINES

Section	
67-02-01-01	Student Teachers
67-02-01-02	Cooperating Teachers
67-02-01-03	College Supervisors

67-02-01-01. STUDENT TEACHERS. A student teacher is one who teaches in a regular classroom situation as part of the requirement in professional preparation.

1. All college students in education shall have classroom related preprofessional experience prior to student teaching. This experience should be provided as early as possible.

2. The student teacher should be assigned by a college or university to a cooperating school on a full-time block. A full-time block is construed as a full day for nine consecutive weeks with exceptions documented. The student teacher shall be placed in a classroom where the cooperating teacher is regularly assigned.

3. In the event of an emergency, the student teacher may be used as a substitute teacher in the student teacher's regularly assigned classroom for a period of time not to exceed two consecutive days.

4. Student teachers shall be placed only in accredited schools.

History: Amended effective November 1, 1980.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-01-02. COOPERATING TEACHERS. A cooperating teacher is the teacher in the local situation who works with, helps, and advises the student teacher.

1. Every cooperating teacher shall have acquired a minimum of two semester hours or three quarter hours or the equivalent, continuing education units or inservice in supervision of student teaching. Those cooperating teachers who have served prior to July 1, 1976, may have this requirement waived at the discretion of the host college and cooperating school.

2. The cooperating teacher shall have at least two years of teaching experience. The cooperating teacher shall have at least one year of teaching experience in the school system in which the student teacher is being supervised.

3. Before being accepted and approved as a cooperating teacher, the teacher must be recommended by the administration of the school in which student teaching is performed.

4. A cooperating teacher who cannot recommend a student teacher for teaching or certification shall have a conference with the college supervisor and the student teacher prior to the student teaching evaluation and recommendation.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-01-03. COLLEGE SUPERVISORS. A college supervisor is the college faculty member who is in charge of guiding, helping, and directing the student teacher.

1. The college supervisor must have elementary or secondary teaching experience at the level of supervision.

2. A college supervisor after meeting with the administration of the school in which student teaching is to be done shall meet with the cooperating teacher and provide a copy of the State Student Teaching Guidelines.

3. The college supervisor shall make a copy of the student teacher's file available to the cooperating teacher prior to the arrival of the student teacher. Such file may contain a brief biography and general information, but shall not contain any specific information that would be in violation of a student's right to privacy.

4. A college supervisor shall make at least two visitations during the student's teaching experience. Following each visitation the college supervisor shall hold a joint conference with the cooperating teacher and the student teacher, or provide each a written critique of the visitation. The college supervisor shall be available for further consultation.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

CHAPTER 67-02-02

EDUCATOR'S PROFESSIONAL CERTIFICATE - ENTRANCE

Section
67-02-02-01 Life Certificates
67-02-02-02 Entrance Certificates
67-02-02-03 Validity

67-02-02-01. LIFE CERTIFICATES. First grade and second grade professional life certiticates issued prior to July 1, 1976, are valid for life. However, it is recommended that teachers show professional gain by college attendance, workshops, conferences, travel, and other professional activities.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-02-02. ENTRANCE CERTIFICATES. Initial teacher certification shall require the applicant to have a bachelor's degree with a minimum of twenty semester hours or thirty quarter hours in professional education courses, which must include a minimum of nine weeks of full-time participation in student teaching and the recommendation of the college. Student teaching must have been performed under the supervision of a teacher-training institution

approved by a state, regional, or national accrediting association. An out-of-state applicant must hold a bachelor's degree with twenty semester hours or thirty quarter hours in professional education courses including student teaching and must have three recommendations. Two of the recommendations must be secured from the most recent employing board, supervisors, and administrators. One of the recommendations may be a person of the applicant's choice. In the event that the applicant has not taught in the last three years or it is impossible to secure recommendations from supervisors or administrators, then the recommendations must be secured from individuals who can speak to the teaching potential and character of the applicant.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-02-03. VALIDITY. All initial certificates shall be valid for two consecutive school years only.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

CHAPTER 67-02-03

EDUCATOR'S PROFESSIONAL CERTIFICATE - RENEWALS

Section
67-02-03-01 Two-Year and Five-Year Renewals
67-02-03-02 Credit
67-02-03-03 Appeal
67-02-03-04 Indian Studies

67-02-03-01. TWO-YEAR AND FIVE-YEAR RENEWALS.

1. A two-year renewal will be issued to those applicants reentering the profession or to applicants with less than eighteen months of contracted teaching in North Dakota.

2. The initial five-year renewal will be issued to those applicants who have successfully taught eighteen months in the state on a valid North Dakota certificate. Succeeding five-year renewals require evidence of 30 teaching days of contracted service to avoid reverting to reentry status. Three recommendations are required. Two of the recommendations must be secured from the most recent employing board, supervisors, and administrators. One of the recommendations may be a person of the applicant's choice. In the event that the applicant has not taught in the last three years or it is impossible to secure recommendations from supervisors or administrators, then the recommendations must be secured from individuals who can speak to the teaching potential and character of the applicant. In the event recommendations are not adequate to issue a five-year certificate, the superintendent of public instruction will provide a hearing following North Dakota Century Code chapter 28-32. The procedure will be as provided in North Dakota Century Code chapter 28-32-05. Following the hearing procedure, the superintendent of public instruction shall make a determination whether to:

   a. Issue a five-year renewal to the applicant;

   b. Issue a two-year probationary certificate; or

   c. Deny recertification

History: Amended effective November 1, 1980.

This document was prepared with state funds.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-03-02. CREDIT. The succeeding renewal of the five-year certificate requires verification of a minimum of four semester hours or six quarter hours of college or university credit earned within the dates of the certificate, contracted teaching of a minimum of 30 days, and three recommendations as outlined in subsection 2 of section 67-02-03-01. Applicants not meeting the above will be processed as reentry applicants under section 67-02-04-01.

History: Amended effective November 1, 1980.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-03-03. APPEAL. Any educator denied a certificate may after one year apply for a two-year probationary certificate. Appropriate evidence must be provided indicating a positive change in regard to the reasons for the denial.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-03-04 INDIAN STUDIES. All teachers certified or renewed for certification after April 1, 1982, shall have two semester or three quarter hours of college credit in North Dakota Native American Studies, or the equivalent in multicultural concepts with emphasis upon the Native American culture. The two-year certificate will be used for compliance for reentry and out-of-state applicants. Reciprocity will be used.

History: Effective December 1, 1979.

General Authority
NDCC 15-26-01; 28-32-02

Law Implemented
NDCC 15-36-01

CHAPTER 67-02-04

REENTRY TO THE PROFESSION

Section
67-02-04-01 Reentry

67-02-04-01. REENTRY. An applicant who has been out of teaching for a period of more than five years must earn a total of eight semester hours or twelve quarter hours of college or university credit in the area in which the teacher wishes to renew certification during the two-year renewal period. One-half of the required credit hours must be earned before entering the second year of the renewal period. Substitute teachers are exempt from the eight semester hour requirement until the individual accepts a contracted position.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

CHAPTER 67-02-05

REEDUCATION

Section
67-02-05-01 Elementary Endorsement
67-02-04-02 Kindergarten Endorsement
67-02-05-03 Secondary Endorsement

67-02-05-01. ELEMENTARY ENDORSEMENT. Reeducation for elementary school teaching may be accomplished in one of the following two ways:

1. By completing a college major or minor in elementary education; or

2. By presenting a minimum of twenty semester hours or thirty quarter hours of elementary education from a college or university with appropriate accreditation. The hours shall include subject matter, content, and methods courses at the elementary level in reading, language arts, mathematics, science, and social studies. The applicant must have a minimum of one year successful teaching experience in grades kindergarten to six or have supervised student teaching as part of the above program.

3. An applicant will have two years to fulfill the endorsement requirements.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-05-02. KINDERGARTEN ENDORSEMENT. Reeducation of elementary teachers for preschool or kindergarten school teaching may be accomplished in one of the following two ways:

1. By completing a college major or minor in early childhood education; or

2. By presenting a minimum of sixteen semester hours or twenty-four quarter hours of early childhood education from a college or university with appropriate accreditation. The hours and work shall include curriculum and skills related to kindergarten-primary instruction, early childhood education and activities for the young child. The applicant must have a minimum of one year successful teaching experience applicable to the endorsed area or student teaching (practicum) of four semester hours or six quarter hours minimum.

3. An applicant will have two years to fulfill the endorsement requirements.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-05-03. SECONDARY ENDORSEMENT. Reeducation for secondary school teaching may be accomplished in one of the following two ways:

1. By completing a college major or minor in secondary education; or

2. By presenting a minimum of eight semester hours or twelve quarter hours of secondary education professional courses for endorsement in addition to the major or minor field. The applicant must have a minimum of one year successful teaching experience in grades seven through twelve or have supervised student teaching as part of the above program.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

CHAPTER 67-02-06

EMERGENCY CERTIFICATES

Section
67-02-06-01 Application Date
67-02-06-02 Request
67-02-06-03 Acceptance
67-02-06-04 Transcript
67-02-06-05 Qualifications
67-02-06-06 College Student
67-02-06-07 Renewals
67-02-06-08 Credits

67-02-06-01. APPLICATION DATE. Consideration for emergency certificates will not be granted until after August fifteenth in any year.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-06-02. REQUEST. The request for an emergency certificate must be initiated by a school. The school board or administration must make the request in writing to the state department of public instruction for consideration for an emergency certificate, indicating intent to offer a contract if certification can be arranged. The request must certify that it is improbable that a regularly certified teacher can be employed to fill the position.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-06-03. ACCEPTANCE. The candidate must write a letter indicating willingness to accept the position if offered.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-06-04. TRANSCRIPT. A complete official transcript of all college work must be sent to the department of public instruction.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-06-05. QUALIFICATIONS. The applicant must have proficiency and hold minimal qualifications of a bachelor's degree to teach in the area to be assigned.

History: Amended effective November 1, 1980.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-06-06. COLLEGE STUDENT. Repealed effective November 1, 1980.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-06-07. RENEWALS. Renewal of emergency certificates will be reviewed each year and will depend upon the supply of and demand for teachers as evidenced by documented efforts to obtain a certified person for the position.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-06-08. CREDITS. The renewal, if permitted, is contingent upon presentation of at least eight semester hours or twelve quarter hours of additional college credit in the area of study leading to regular certification.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

CHAPTER 67-02-07

CERTIFICATION POLICIES

Section	
67-02-07-01	Reciprocity
67-02-07-02	Experience
67-02-07-03	Reserve Officers' Training Corps Instructors
67-02-07-04	Endorsements and Restrictions

67-02-07-01. RECIPROCITY. North Dakota will have reciprocity for suspensions and revocations with other states during the suspension time and will determine acceptance of applicants case by case based on applicable North Dakota laws.

History: Amended effective November 1, 1980.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-07-02. EXPERIENCE. Teaching experience in approved preschool, elementary, secondary, or postsecondary schools will be counted for experience on certificate renewal.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-07-03. RESERVE OFFICERS' TRAINING CORPS INSTRUCTORS. Reserve officers' training corps instructors will receive regular certification with a restriction to that area.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

67-02-07-04. ENDORSEMENTS AND RESTRICTIONS. The North Dakota educator's professional certificate is issued to those who hold a bachelor's degree from an accredited college or university approved as a teacher training institution. This degree must include twenty semester hours or thirty quarter hours in education. The coursework in education must include successful student teaching. This certificate qualifies the holder for regular classroom teaching or for functioning in areas with the proper endorsements and restrictions as assigned. The endorsements are elementary, preschool or kindergarten, and secondary. The restrictions are psychology (master's degree with major in school psychology), speech therapy, mental retardation, and reserve officers' training corps. All other special education categories require regular elementary or secondary qualifications.

History: Amended effective November 1, 1980.

General Authority
NDCC 15-36-01; 28-32-02

Law Implemented
NDCC 15-36-01

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